



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

REPLY TO
ATTENTION OF:

EAID-CG

9 MAR 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #7, General Order Regarding Off-Installation Curfew and 2ID Leave and Pass Policy

1. This policy letter rescinds and supersedes Policy Letter #7, General Order Regarding Off-Installation Curfew, dated 8 December 2006, and all other 2ID policy letters relating to curfew, leave, and pass policy. This policy is effective immediately and remains in effect until rescinded and/or superseded.
2. References:
 - a. USFK FRAGO #05-17 (Curfew Modification), 011335(I) Mar 05.
 - b. USFK Command Policy Letter # 7, General Order Regarding Off-Installation Curfew, 4 June 2006.
 - c. USFK Regulation 600-8-10, Leaves and Passes, 25 July 1999.
3. This policy applies to all Soldiers assigned, attached or under the operational control of 2ID, including personnel on PCS or TDY or in a pass or leave status. Military family members, DoD civilians, and DoD-invited contractors/technical representatives and their respective family members and visiting guests are encouraged to abide by the curfew provisions of this policy.
4. Unit commanders will ensure that all Soldiers under their control understand that Soldiers committing violations of any of the punitive provisions of the curfew or leave and pass policies may be punished, to include off-peninsula augmentees who support 2ID training exercises. Commanders, O-5 and above, have the authority to impose further reasonable restrictions, as necessary, in accordance with appropriate directives and regulations.
5. **Curfew Policy.**
 - a. An off-installation USFK-wide curfew is in effect from 2400 until 0500 hours Sunday night through Friday morning, and 0100 to 0500 hours on Saturday, Sunday, and US-observed holidays (US-observed holidays include US national holidays, 2ID training holidays, and US-observed holidays.).

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b. During the hours of curfew, Soldiers must be either (1) on the military installation that is their place of assignment or residence; (2) in a private residence; or (3) in their place of lodging for the evening, which may include a hotel off the installation.

c. **In all instances, a Soldier must be in a valid pass or leave status during curfew** (see paragraphs 7 and 8 below).

d. Travel during curfew hours directly to and from a military installation is authorized for official duty, attendance at an on-installation activity, or to attend an installation-sponsored MWR/recreational event or activity. The first O-6 in the chain of command may authorize, in writing, an exception to the curfew for other off-installation events or activities.

6. **This curfew policy is punitive.** Soldiers who violate the curfew policy are subject to punishment under the UCMJ, as well as adverse administrative action authorized by applicable laws and regulations. Violators of the curfew policy include Soldiers who are not in a valid pass or leave status during curfew hours off of their home installation.

7. **2ID Pass Policy.** There are three types of passes: Regular (daily); DA Form 31; and Warrior Pass.

a. **Regular (Daily) Pass:** Every Soldier assigned to a 2ID installation is considered to be on a regular pass when not required to be present at work for the performance of assigned duties. A Soldier on a regular pass must be on his or her unit's home installation during curfew hours.

(1) A pass is an authorized absence from the post or place of duty. A pass is NOT a right to which one is entitled, but a privilege commanders may revoke for good cause.

(2) As examples of "good cause," a commander may deny or revoke a pass privilege in order to prevent further misconduct by a Soldier, for community relations concerns, in order to meet operational requirements, or to ensure temporary administrative control of a Soldier.

(3) The authority to deny or revoke a Soldier's regular pass privileges rests with the Company or higher Commander (or First Sergeant in the Commander's absence so long as the First Sergeant gains the concurrence of the Commander as soon as practicable).

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b. DA Form 31 Pass: This permits a Soldier to stay overnight at an approved on- or off-post location other than his or her unit's installation or where he or she resides.

(1) This includes: (a) military installations other than his or her place of residence and/or assignment; and (b) off-post locations.

(2) Additionally, so long as all relevant provisions of applicable regulations (e.g., AR 600-8-10) are complied with, a Soldier may leave the peninsula on a DA Form 31 Pass for reasons such as MWR or USO trips, personal trips to nearby countries, or other appropriate occasions, when approved by the Commander.

c. Warrior Pass:

(1) A Soldier who requests the privilege to reside in off-post quarters during curfew hours must obtain a Warrior Pass (EAID Form 100) in order to do so. Soldiers issued a Warrior Pass will be allowed unrestricted access through their installation's gate(s) prior to curfew end-times in order to get to PT and for other official reasons. Soldiers who have non-command sponsored family members living in off-post quarters may also be issued Warrior Passes and thereby may be allowed to stay in their off-post residence during curfew hours. To do so, such Soldiers must comply with all the requirements for a Warrior Pass. Commanders retain the right to deny married Soldiers the privilege if it is abused or for other compelling reasons.

(2) Soldiers with command sponsorship who are:

- (a) provided housing on installations other than their unit of assignment; or
- (b) provided off-installation government housing (e.g., in Area III)

will be provided a Warrior Pass by their unit commanders in order to have access to their unit installations during curfew hours similar to paragraph 7c(1) above.

(3) Warrior Passes (EAID Form 100) will be strictly maintained and accounted for by unit commanders and a Warrior Pass will specify by name the Soldier to whom it is given, along with other relevant information. No other Warrior Passes (to include any issued prior to the publication of this policy letter) will be considered valid.

d. Commanders have the discretion to recall Soldiers on approved DA Form 31 passes on the ROK peninsula during an alert. Soldiers residing in locations other than their units of assignment are likewise subject to recall.

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8. Procedures.

a. **Ordinary Leave and Pass Limits.**

(1) Not more than **10%** of the assigned strength of a company level unit will be on ordinary leave or on an off-peninsula DA Form 31 pass at any time. (Note: this percentage affects the overall number of passes that commanders may issue.)

(2) Not more than **30%** of a company level unit's assigned strength will be on leave, DA Form 31 Pass (on- or off-peninsula) or TDY at any one time. This limitation does not apply to Soldiers who fall under the conditions in paragraph 7c and d. above.

(3) Soldiers on Regular Pass will not travel further than 75 miles away from their permanently assigned station. (Note: for 2ID Soldiers assigned in Area I, this limitation is defined as no further south than Camp Humphreys). If traveling outside this limit, the Soldier must be signed out of the unit on a DA Form 31 (Pass) and be available to be contacted telephonically. In the event of an alert or recall, Soldiers must make a diligent effort to return to their unit of assignment as soon as possible.

b. **DA Form 31 Pass and Leave Approval Authorities.** Company commanders have approval authority for DA Form 31 Passes and leaves for Soldiers in their units. Battalion-level commanders have approval authority for Warrior Passes. Commanders desiring a pass will obtain approval from their next higher commander.

(1) Soldiers inprocessing at the Warrior Readiness Center (WRC) are not authorized passes. Exceptions may be granted pursuant to a unit sponsorship program in which an NCO or officer from that unit specifically sponsors an individual Soldier at the WRC for a short period of off-duty time (e.g. on the weekend) to show that Soldier his or her new installation. Any such requests must be approved in advance by the appropriate WRC authority.

(2) Staff Section principals in the 2ID Headquarters have approval authority for DA Form 31 Passes for Soldiers assigned to their staff section.

(3) All approval authorities will ensure supervisors have completed Oak Tree Counseling with subordinates prior to approving any leave or pass. See Policy Letter #2, Command Safety (2 March 2007).

(4) For all DA Form 31 passes, it is required that the Soldier put the address and phone number of the location where that Soldier will be residing. Changes made by a

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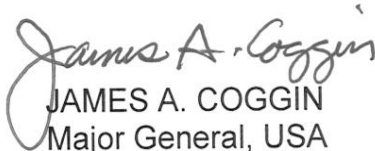
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Soldier to any pass location are prohibited without consulting the chain of command and without obtaining approval from the required authority.

c. **Soldier Accountability Procedures.** Commanders will develop programs to ensure compliance with this policy. Commanders may conduct random accountability checks to ensure compliance with this policy. The 2ID Provost Marshal's Office will also distribute curfew violation reports to MSC and lower CSM's to use as a means to ensure compliance.

9. **The 2ID leave and pass policy is punitive. Soldiers who violate the provisions of this policy are subject to punishment under the UCMJ and/or adverse administrative action.**

10. Questions regarding either the curfew or the pass policy should be directed to the 2ID Staff Judge Advocate, DSN 732-8998 or the ACoS, G1, DSN 732-6131.


JAMES A. COGGIN
Major General, USA
Commanding

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